



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

January 3, 2001

CT#:_____

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-36

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Purge of Terminated Employees from Payroll Files

Employees who terminated prior to December 25, 2000 and whose current bond balances or data reported on the 2000 W-2 reports are equal to zero have been purged from UPS files. A Payroll File Employee Purge Report (BL1404-01) listing these employees is attached. Please check this report to assure proper employee purging.

If there are any questions, please call the UPS Help Desk at (225) 342-8928.

RSM:RN/kmb

Attachment